DATE OF ISSUANCE: _____

PERMIT #: _____

SIGN PERMIT APPLICATION

JOB ADDRESS: _____**SUITE #**_____

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

NAME OF BUSINESS: _____

PHONE NUMBER: _____

SIGN CONTRACTOR (company name): _____
(OR ELECTRICAL SIGN CONTRACTOR) *STATE LICENSE* REQUIRED FOR ELECTRICAL SIGN CONTRACTOR
CURRENT MAILING ADDRESS: _____

CITY/STATE/ZIP: _____ **PHONE NUMBER:** _____

TYPE OF SIGN:
   FREE STANDING   WALL MOUNTED   BANNER   GRAND OPENING _____ thru _____
   OTHER _____

DESCRIPTION OF SIGN: _____

SIGN DIMENSIONS: _____ **WALL DIMENSIONS:** _____

ILLUMINATED? YES ____ **NO** _____   **REFACE? YES** _____ **NO** _____   **ELEVATION:** _____

In accordance with *STATE LAW & CITY ORDINANCE*, illuminated signs must be constructed, installed and wired by a State Licensed Electrical Sign Contractor or a State Licensed Master Electrician. Signs may also be constructed by a fabricator approved by a Nationally Recognized Testing Agency and labeled accordingly

VALUATION OF SIGN: _____

REQUIRED ATTACHMENTS:
1. **A separate permit and 2 sets of drawings are required for each sign. For wall signs a separate permit application and plans may be submitted for each elevation.**
2. **Pole or ground signs require a site plan drawn to scale showing location of the sign. Show dimensions and distances to property lines. Pole sign structural drawings must be sealed by a State of Texas Registered Professional Engineer. Monument and Ground sign applications must include footing detail.**
3. **Detailed, dimensioned plans of sign showing graphics.**
4. **Dimensioned building elevation showing sign or signs on building. Show dimensions of height & width of tenant space and or building.**
5. **Plan Review Fee, 65% of the permit fee is required when permit application is submitted. Balance due upon approval.**
If any other signs are on the property, give the number _____ and the types _____
I HEREBY CERTIFY THAT THE FOREGOING IS CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THE SAID WORK WILL BE DONE IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH AND IN COMPLIANCE WITH THE CITY OF GRAPEVINE CODE REGULATING SIGN REQUIREMENTS.

PRINT NAME: _____ **SIGNATURE:** _____

PH #:_____ **FAX#:**_____ **EMAIL:** _____
☐ **CHECK BOX IF PREFERRED TO BE CONTACTED BY E-MAIL**

FOR OFFICE USE ONLY

FUNCTIONAL TYPE: _____ **PERMIT FEE:** _____

STRUCTURAL TYPE: _____ **PLAN REVIEW FEE:** _____

APPROVED BY: _____ **DATE:** _____ **REMAINING FEE:** _____